



BRAVO DETACHMENT, 176TH FINANCE BATTALION

S-1 NEWSLETTER

February 2003

PAC Certification Course

We train unit S1 personnel and finance clerks on our procedures to help provide the best possible service to you and your customers. Your participation is appreciated. Please pass your issues and concerns to detachment leadership on what we're covering or how we are doing. The only problems we can't take care of are the ones we don't know about.

Help us help you

- As often as possible, provide soldiers with pay problems a DA Form 2142 prior to coming to finance and assist them in filling the top portion out as thoroughly as possible. If they arrive without one, then they will be told to fill one out prior to signing in. You may also find that your office can answer their question and the soldier does not have to make the trip to our office. Many of the inquiries we receive can be answered at unit level.
- Soldiers need to submit most of their finance documentation to you so that it can be put on a transmittal letter and sent to us. This is the tracking system in place to prevent documents from being lost. Once submitted by you, it will either be processed by us or returned to you if incorrect or incomplete. If we accept the document, you should see it show up on a DROT report within a week. We are seeing many rejects because a document is turned into the S-1 by the soldier, and also brought into finance by the soldier.
- Soldiers often wonder if their travel vouchers have been paid and begin calling our office a few days after submitting their claims. Our goal is to pay travel vouchers submitted to us within five business days after receipt. Please check the 175th FINCOM website (listed below) if you would like to know the amount of payment for your voucher. The left side of the website has boxes for soldiers to fill in their order number and last four of their social security number, and payment info on vouchers submitted in their last 90 days will appear on the website.
- Soldiers attending the in-processing brief should bring at least 10 copies of their PCS, pinpoint, and TDY Orders to include any amendments. They must also have their original plus 4 copies of any receipts for airfare, lodging, etc. to be reimbursed for these travel expenses. Compliance will significantly reduce the amount of time taken to give the briefing and reduce the strain on our limited paper supply.

TL Turn-in

The cut-off for document turn-in to affect a soldier's pay for mid-month and EOM March are the 4th and 19th respectively.

Finance Team Representatives

	<u>Team 1</u>	<u>Team 2</u>	<u>Team 3</u>	<u>Team 4</u>
POC:	753-8210	753-8210	753-8209	753-8210
Units:	377 th Med C Det, 168 th Med 560 th Med 568 th Med A, 304 th Sig 501 st Sig HHD, 194 th Maint HHC, USASA HHC, 23 rd ASG	1/43 ADA 1/6th Cav 3/6 th Cav HQ, 6 th Cav 3 rd Maint	62 nd Chem B Det, 516 th PSB 2/52 nd Avn 249 th Eng 46 th Trans 52 nd Ord D, 58 th Avn Regt	527 th MI B Com 532 nd MI 3 rd MI 249 th MP 557 th MP 3 rd BCD JTAGS DCS, Osan 6 th Regt, 2 nd MP Det

Other Finance Points of Contact

Detachment Commander	753-8202	Chief Disbursing/XO	753-8227
Detachment Sergeant	753-8203	Chief of Military Pay	753-8580
Customer Svc.	753-8210	Processing	753-8209
In/ Out Processing	753-8585	Travel	753-8215
Battalion Commander	725-8838	Battalion CSM	723-7959
175 th FINCOM WEBSITE		http://175fincom.korea.army.mil	
Finance Hotline for Unresolved Inquiries		725-CASH	

OFFICE HOURS

Monday-Wednesday & Friday: 0900-1500

Cashier Cage closes at 1530 daily.

NOTE: Finance is CLOSED every Thursday